



JIM JONES
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT


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"To enrich lives through effective and caring service"

February 27, 2014

To: Each Supervisor

From: Jim Jones 
Director

Subject: **KENNETH HAHN HALL OF ADMINISTRATION
ROOF REPLACEMENT PROJECT**

This is to inform your Board that ISD will begin the roof replacement project at the Kenneth Hahn Hall of Administration on March 15, 2014.

This project will be completed in three phases. Phase 1 consists of the entire 8th floor and penthouse roof areas. Setup/mobilization will begin on March 15, 2014, with a projected duration of approximately 5 – 6 months. Phase 2 will address the roof over the Board Room, and Phase 3 will address the Hall's northeast wing. Phases 2 and 3 will each take 3 - 4 months to complete, with an overall time frame of 12 - 14 months.

The removal phase of the existing roof will occur after hours, and replacement work will occur during daytime hours. This allows for minimal impact to the building occupants by controlling the levels of noise and dust during the tear-off process. ISD will make every effort to reduce noise and inconvenience. However, some inconvenience is inevitable with a project this large:

- Dumpster will be visible with chutes from the building roof for material disposal.
- Dust in areas where work is underway.
- Odors will be in the air from roof materials.
- Cranes loading material and equipment will result in occasional late night street closures. ISD will coordinate permits through the City of Los Angeles. We will advise your Board in advance of any street closures.
- Vibrations may be felt and noises heard over areas where work is underway.
- The large public freight elevator will have increased use.
- There will be high visibility of construction workers on the roof and movement of workers around the building.

ISD will install charcoal filters in the ventilation system, which will reduce odors from entering the air conditioning systems. Given the nature of this project and completion timeframe, ISD will update your Board on a monthly basis starting April 2014.

Each Supervisor
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If you require additional information, please contact me at (323) 267-2101, or your staff may contact Tim Braden at (323) 267-2107.

JJ:TB:JGB:jpm

c: Executive Officer, Board of Supervisors
 Chief Executive Officer
 Deputy CEO
 ISD Board Deputies